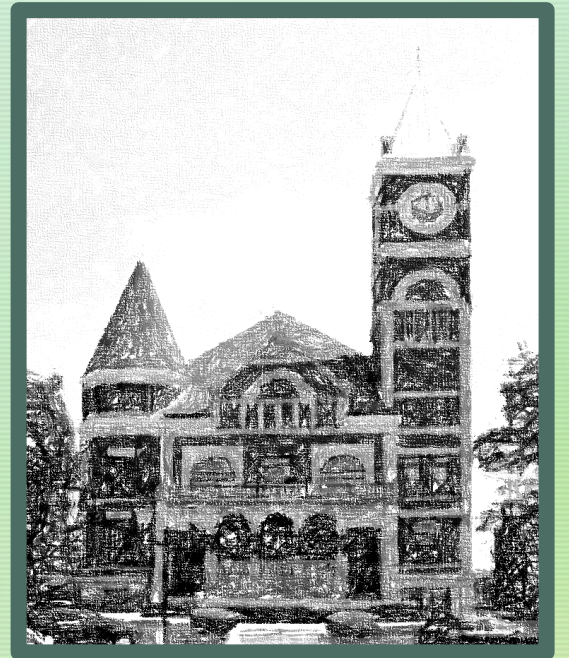


GREEN COUNTY WI  
Department of Human Resources

# Avoiding and Reporting Harassment



**Reporting Harassment:**

GREEN COUNTY WI  
Department of Human Resources  
N3150 State Rd 81; Room 108  
Monroe, Wisconsin 53566  
<http://www.co.green.wi.gov/>

CLINTON D. LANGRECK; HR Director

[clangreck@greencountywi.org](mailto:clangreck@greencountywi.org) or 608-325-8992

SHIANNE BROUGHTON; HR Assistant

[sbroughton@greencountywi.org](mailto:sbroughton@greencountywi.org) or 608-325-8984

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## Learning Objectives:

Identifying Sexual Harassment

Green County Policy

Employee Responsibility

Employer Responsibility

Corrective Action

# Identifying Sexual Harassment:



Sexual harassment is one specifically prohibited type of harassment. Unwelcome or unwanted sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment. It is harassment when:

1. Submission to the conduct is an explicit or implicit term or condition of employment.
2. Submission to, or rejection of, the conduct is used as the basis for an employment decision.
3. The conduct had the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

-Green County Handbook; Section IX





## Green County Policy

- “Green County expects all employees to maintain high standards of integrity and impartiality in performing their employment duties so the confidence of the public is maintained. Accordingly, the County is committed to providing employees with an opportunity to work in an environment free of harassment of any kind.”

-Green County Handbook; Section IX

Examples of types of unlawful harassment include:

1. **Verbal conduct** such as epithets, derogatory comments, slurs, comments about an individual's body or dress, dirty jokes, persistent request for dates, or unwanted sexual advances, invitations, or comments.
2. **Visual conduct** such as derogatory or pornographic cartoons, pictures, photographs, drawings, magazines, calendars or gestures.
3. **Physical conduct** such as assault, blocking normal movement, or interference with work directed at an individual because of his or her sex or other protected basis.
4. **Threats and demands to submit to sexual requests** in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors.
5. **Retaliation** for having reported harassment.



## Green County Policy

“Any conduct which constitutes sexual harassment is strictly prohibited and is subject to disciplinary action up to and including termination of employment. The degree of disciplinary action to be taken may be commensurate with the severity and/or the frequency of the harassment.”

-Green County Handbook; Section IX







## Employee Responsibility

Any employee who encounters unwelcome sexual advances or other verbal or physical conduct of a sexual nature should not ignore the offensive behavior. The employee is encouraged to inform the offending party the behavior is not welcome and request it stop immediately.

-Green County Handbook; Section IX



## Employee Responsibility

If the employee is not comfortable with confronting the offending party or if the employee has confronted that party but the offensive behavior has not stopped, he/she should file a written complaint with the Department of Human Resources. The Department of Human Resources will initiate a prompt investigation into the complaint.



# Employer Responsibility

An allegation of sexual harassment is very serious and therefore the Department of Human Resources will, to the extent reasonably possible, attempt to maintain confidentiality. Information will be obtained from the complainant as well as the person being accused. In order to conduct a fair, impartial and thorough investigation, the Department of Human Resources may find it necessary to contact other individuals who may have pertinent information or insight into the problem or to utilize other resources which may produce facts relevant to the complaint.

-Green County Handbook; Section IX



## Corrective Action



If the investigation results find that harassment has occurred; the Department of Human Resources will recommend to the Department Head and Administrative Coordinator necessary remedial action including disciplinary measures where appropriate. The Department of Human Resources will also initiate a follow-up inquiry to ensure the appropriate remedial action has been taken, that the harassment does not resume and that the complainant is not subject to retaliation.

-Green County Handbook; Section IX



## Corrective Action

Any retaliation against an employee who files a legitimate harassment complaint, or any retaliation against an employee who provides information or assists in any manner during an investigation of a sexual harassment complaint is prohibited and such retaliation shall be subject to disciplinary action.

-Green County Handbook; Section IX





## References and Resources:

- Green County Department of Human Resources
- Green County Employee Handbook; Section IX” Harassment”:  
<http://www.co.green.wi.gov/> “Resources / Directories”
- Wisconsin County Mutual Educational Video:  
[https://www.youtube.com/watch?v=e\\_6FoNoVLBo#action=share](https://www.youtube.com/watch?v=e_6FoNoVLBo#action=share)
- State of Wisconsin DWD:  
[https://dwd.wisconsin.gov/er/civil\\_rights/discrimination/harassment.htm](https://dwd.wisconsin.gov/er/civil_rights/discrimination/harassment.htm)
- U.S. Equal Employment Opportunity Commission  
<https://www.eeoc.gov/laws/types/harassment.cfm>

## Additional Training Video:



- Enter the following link into your we browser:
- [https://www.youtube.com/watch?v=e\\_6FoNoVLBo#action=share](https://www.youtube.com/watch?v=e_6FoNoVLBo#action=share)

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